

**GUIDANCE &  
DISCIPLINE**

**Threats & Violence**

**REFERENCES**

Secretary of Administration Memorandum 1-21-97

**POLICY**

The safety and security of employees and visitors is of utmost importance to The Adjutant General's Department. Threats, threatening behavior, acts of violence against employees or any related conduct which disrupts another's work performance or the organization's ability to execute its mission, will not be tolerated.

**PROCEDURES**

1. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on The Adjutant General's Department's premises, may be removed from the premises as quickly as safety permits, and may be ordered to remain off The Adjutant General's Department's premises pending the outcome of an investigation.
2. Off-site threats of violent behavior are also covered by this policy. This includes, but is not limited to, threatening or violent behavior executed off agency premises but directed at state employees or members of the public while conducting official state business; and threats made via telephone, fax, electronic or conventional mail or any other communication media. Person(s) involved in these acts may also be relieved of duty pending the outcome of an investigation.
3. Violations of this policy will lead to disciplinary action of employees which may include, but are not limited to, suspension or termination of employment, and/or criminal prosecution. In addition, if the source of the violation is a non-employee, the response may include, but would not be limited to, barring the person(s) from agency premises, termination of any business relationship, and/or criminal prosecution.
4. All Adjutant General's Department state employees are responsible for notifying the agency (worksites) representative of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, employees should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on agency premises, or is connected to agency employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threaten or were the focus of the threatening behavior. If the designated agency (worksites) representative is not available, employees should report the threat to their supervisor or another member of the management team.
5. All individuals who apply for, or obtain, a protective or restraining order which lists agency locations as being protected areas, must provide to the designated agency (worksites) representative a copy of the petition and declarations used to seek the order, copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.
6. The Adjutant General's Department understands the sensitivity of this information and will protect the confidentiality of the reporting person(s) to the greatest extent possible.

**The designated agency (worksites) representative is:**

**Name:** Stephanie Burdett  
**Title:** Director, OSHR  
**Location:** State Defense Building - Topeka  
**Telephone:** (785) 274-1460; DSN 83-720-8460

**EFFECTIVE DATE: 6/98**

OPR: Director of OSHR

New: 6/98